

**OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE
(OHLGS)**



Republic of Ghana

*In case of reply, the number
and the date of **this letter**
should be quoted*

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Our Ref: OHLGS.10/400/021

Date: 06/10/2025

Your Ref:

**INVITATION
PROMOTION TO THE GRADE OF DIRECTOR AND ANALOGOUS GRADES**

You may recall that you submitted an application for promotion from Deputy Director and its analogous to the grade of Director and its analogous grades.

Following an initial review of the documents you submitted, some issues have been identified from your application that require further clarification and redress.

Accordingly, you are hereby invited to appear before the Select Committee in charge of the promotion process in batches from Thursday, 9th October, 2025 to Tuesday, 14th October 2025 at 10:00 a.m., each day to be held at the OHLGS, 2nd Floor, HRMD, Room 23.

Batches

First (1st) Batch : Thursday, 9th October, 2025
Second (2nd) Batch : Friday, 10th October, 2025
Third (3rd) Batch : Tuesday, 14th October, 2025

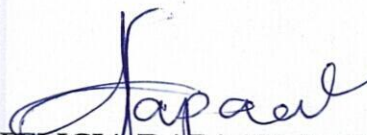
Find attached the list of officers invited and kindly take note of your respective reporting dates.

You are required to come along with all the underlisted relevant supporting documents on your scheduled batch date to meet with the Panel.

- First Appointment letter
- Assumption of Duty Letters
- Two years completed 2022 and 2023 LGS Staff Performance Planning, Review and Appraisal Reports
- All promotion letters (promotion letters must be consistent)
- Current Payslip
- Posting Letters
- Upgrading/Conversion letters (if any)
- Educational Certificates

- Professional Certificates
- Continuous Professional Development Certificates
- Certificates of Training, Workshops, Conference and Seminars attended (if any)
- Curriculum Vitae (CV) indicating the addresses of three (3) referees of which one must be professionally related. **NB:** Applicants are requested to use the **LGS CV Template** and
- Any other relevant documents

Your cooperation in this matter is highly appreciated.



FELICIA DAPAAH A. BOAKYE
CHIEF DIRECTOR
HEAD OF SERVICE

for:

ALL AFFECTED OFFICERS

ALL AFFECTED HON. REG. MINISTERS
REG. CO-ORD. COUNCILS

ALL AFFECTED HON. MMDCEs

ATTN: AFFECTED REG. CO-ORD. DIRECTORS/CHIEF DIRECTORS